

Policy & Purpose

This policy exists to provide clear guidance on the expectations the College has of students for attendance and the standards required for academic progress.

The College is required to:

1. Monitor the attendance and course progress of students and identify and treat situations where a student is at risk of not completing their course in the duration specified in their agreement with the College (requirement of Standard 8 of the National Code)

The attendance and progress expectations expressed in this policy apply equally to all students, although specific reporting and other requirements apply only to overseas students.

Definitions

The College means Institute of Science Management & Technology

Course means any accredited qualification, unit of competency, skill set, course, or non-accredited program offered by the College.

National Code means the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

PRISMS means the [Provider Registration and International Student Management System](#) operated by the Australian Government department responsible for export education.

Staff member means a person engaged by the College as an employee, contractor, or consultant.

Student means a person enrolled in one or more courses with the College.

Policy - attendance

1. Students are expected to attend all scheduled classes, assessment activities, formal work placements and other activities as required.
2. Students must attend their class hours. Class attendance hours are from **8:30am-4:00pm**
3. Where a student is unable to attend for medical reasons, a medical certificate must be provided. Work or social commitments are not satisfactory reasons for absence.
4. The College monitors attendance of all students and commences an intervention process where a student is considered at risk of failing to meet attendance requirements. Thresholds for a student being 'at risk' are:
 - a. Failure to attend more than five consecutive classes.
 - b. Attendance rate falling below 80% for any term.
- 5. Where a student has no options to have their child looked after during their class attendance, the student must abide by the college attendance policy and procedures. ISMT college aims to provide/create an environment conducive to learning, which needs to limit disruptions. However, accommodations may take place in exceptional circumstances, such as emergencies, or where inclusive practices are in place for students balancing family responsibilities. The student must discuss their issues with the RTO/Campus manager in advance, to ensure**

both the student's and the class's needs are respected.

Policy – academic progress

1. Students are expected to participate in and submit all assessment or re-assessment tasks on time
2. The College monitors academic outcomes and commences an intervention process where a student is considered to not be making satisfactory progress. Thresholds for unsatisfactory academic progress are:
 - a. Failure to submit or participate in a summative assessment task.
 - b. Failure to submit an assessment task by the due date.
 - c. Receiving a 'Unsatisfactory' outcome for any assessment task.

Policy - intervention

1. The intervention process is intended to identify the cause of poor progress or attendance and support the student to return to satisfactory performance. The intervention process is individual to each student, commencing with an interview with a college staff member to identify how the College can best support the student.
2. If a student fails to participate in the intervention process, their progress continues to be unsatisfactory and/or their attendance falls below 80% during any term, a written notice/email will be issued, advising the student the College intends to suspend or cancel their enrolment
3. Prior to imposing any such sanction, the College will inform the student of its intention to do so in writing and provide an opportunity for the student to respond to that intention in addition to advising them of their right to appeal such a decision in accordance with the College's policy on complaints and appeals
4. For overseas students only, the College impose a sanction on a student for failure to meet course progress or attendance requirements, this will be reported to the relevant Australian Government agency via PRISMS. This reporting may have an adverse impact on a student's visa.
5. Overseas students are responsible for ensuring their student visa is always valid. They must make any required arrangements where their student visa is impacted by progress or attendance issues, including requesting a new COE from the College to support any application for a visa.